

BOOKSTORE ADVISORY COMMITTEE (BAC)

BY-LAWS

Committee Purpose:

This committee serves in an advisory capacity to the Senior Vice President for Administration and Finance and the Associate Vice President for Administration on all matters pertaining to bookstore services. The base purpose of the committee includes the following:

The Bookstore Advisory Committee is to work with various constituent groups, in a proactive way, to ensure there is support for future bookstore offerings and operational plans, new program initiatives, and other issues which affect satisfaction, quality, and service orientation.

Bookstore

1. To serve as a conduit for the exchange of information and ideas between the University communities represented by the membership of the committee and the bookstore contractor on matters pertaining to bookstore services.
2. Providing advice and assistance regarding policy and procedures related to textbook pricing, buy-back rates and policies, and reviews the timeliness of textbook orders.
3. To participate, as needed or dictated, in Ad hoc, Sub Committee or Selection Committee activities of the Advisory Committee in a capacity that provides input and advice pertinent to bookstore operations as needed.

Voting Members:

Student Government Representatives (2) appointed by Student Government Association

At Large Student Representative (2) applications reviewed and selected by BAC (1 graduate & 1 undergraduate)

Faculty Members (4) appointed by the Faculty Senate

Staff Members (2) appointed by Staff Council

Ex-Officio Members (Non-Voting):

Executive Director for Auxiliary Services

Associate Vice President for Administration or Designee

Representative from Auxiliary Services

Representative from the Student Center and Associated Facilities

Representatives from University Bookstore Contractor (Barnes & Noble)

Committee Chair and Vice Chair:

Elected annually and shall be a representative of students, faculty or staff voting members

Term:

Terms begin June 1 and end May 31 each year.

Term Limits per Appointment:

1 Student Government Representative	2 Year Term Limit
1 Student Government Representative	1 Year Term Limit
1 At Large Student Representative	2 Year Term Limit
1 At Large Student Representative	1 Year Term Limit
Faculty	2 Year Term Limit
Staff	2 Year Term Limit

Ex-Officio Appointing Authority:

Executive Director, Auxiliary Services

Support for the Committee shall be provided by:

Auxiliary Services

Bookstore Advisory Committee Organization:

1. The Bookstore Advisory Committee (BAC) shall organize itself in September, electing its Chair (one year term), and Vice Chair (one year term) from among its membership. Meetings must be held at least 2 times per semester.
2. In the absence of the Chair, the Vice-Chair shall preside with the full authority of the Chair.
3. These By-laws may be amended by a 2/3 vote of the members present at any regular or special meeting of BAC, provided that written proposed amendments are presented to BAC members via the Chair at least two weeks prior to the meeting. **An established quorum number will be determined and voted on by the committee. The agreed upon number will then be amended to the by-laws provided it was agreed upon by a 2/3 vote of the voting members present.**

Meeting schedule:

During the academic school year the committee shall meet bi-monthly from 2:00 p.m. to 3:30 p.m. on the second Thursday of September, November, February, and April.

Bookstore Advisory Committee Pre-Meeting Procedures:

1. An orientation will be held for all committee members.

2. The Committee Chair, Vice Chair, Representatives from the Bookstore Contractor, and Auxiliary Services shall meet prior to the committee meeting to develop an agenda for the meeting in advance.
3. BAC members shall have the right to request items to be included onto the meeting agenda for the committee to review.
4. The Auxiliary Services Program Director shall compile recommendations, proposals, or grievances regarding food services for Committee review.
5. An agenda of items to be considered at any meeting shall be sent to both voting and non-voting members of the Committee, and appropriate administrative personnel not less than 24 hours prior to the meeting.

Bookstore Advisory Committee Meeting Procedures

1. Committee chair shall ensure that committee follows a formal process which includes calling meeting to order, establishing quorum and ensuring quorum is met, gaining approval for prior meeting minutes, eliciting formal votes when applicable, and adjourning meeting. Each committee meeting shall begin with an open forum, which will allow members of the University constituency to address the committee.
2. BAC shall be privileged to establish such ad hoc subcommittees as shall be deemed advisable.
3. Meeting minutes should reflect any action(s) taken by the Committee.

Executive Session:

The voting membership of the Bookstore Advisory Committee, through the Chairperson, shall have the authority to call executive sessions at its discretion that shall exclude the University Bookstore Contractor if deemed appropriate and necessary.

Town Hall Meeting:

The Bookstore Advisory Committee will host a Town Hall meeting in the spring semester of every academic year. The town hall meetings will be held to present upcoming new and innovative methods for providing educational content to the campus community.

To ensure the maximum amount of participation the meetings will be held during a time mutually agreed upon by the faculty representatives on the committee. All questions from the audience will be properly recorded and answered during the town hall if time permits. IF time does not permit, the questions will be answered by the committee and posted on the official BAC website.

Items Requiring Action by Bookstore Provider:

All agenda items presented at Bookstore Advisory Committee meetings that entail action or resolution, shall require the University Bookstore Contractor to respond in writing, within 3-5 business days of the meeting with a plan of action that shall be submitted to the Bookstore Advisory Committee, through the Chairperson. Said action plan shall be reviewed and recommendations from the Advisory Committee shall accompany the report to the Associate Vice President for Administration for review and/or execution within 5-10 business days of receipt.

Reporting:

After each monthly meeting the agenda, meeting minutes, presentations (if any), and sign in sheet shall be posted to the official committee website to support information sharing and collaboration among university committees and the community as a whole. All documents will be posted no later than one week after each meeting.